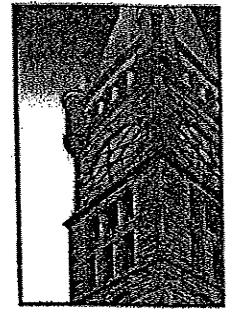


OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT
CITY OF SCRANTON, PENNSYLVANIA



HISTORIC PRESERVATION PROGRAM
CARE AND PRESERVATION OF HISTORIC STRUCTURES FUNDING APPLICATION
FUNDING YEAR _____

Applicant: _____

Address: _____

Contact Person: _____ Phone: _____ Fax: _____

Name of Property to be Assisted: _____

Address of Property: _____

Is property designated an historic property either by listing in the National Register of Historic Places or the City Landmark Registry? _____

Property owner (if different): _____

Address: _____

PROJECT DESCRIPTION (Using no more than two (2) additional 8 1/2 X 11 sheets summarize the following):

- I. Describe property, present use, condition.
- II. Describe proposed work, if work other than assisted work will be undertaken during the project period, describe the scope and timing of that work.
- III. Describe applicant/organization and any previous experience in undertaking similar projects.
- IV. Provide the name of the project architect, address and phone (attach qualifications).

WORK COST BREAKDOWN

- I. Provide a detailed cost plan of all proposed work undertaken utilizing CDBG funding.
- II. Matching Share (Attach certification or other documentation that the non-federal funds listed are available).

Donor:

Source:

Kind:

Amount:

SCHEDULE (Work must not begin prior to notification of grant award and must be completed within one year of contract date).

REQUIRED PLANS, SPECIFICATIONS AND DOCUMENTATION

Please be advised that all projects receiving funding must be reviewed by the City's Architecture and Urban Design Commission and are subject to all applicable planning, zoning, and permit reviews as required by the City of Scranton.

Enclose with this application:

- I. Photographs of two views of the assisted property (2 copies each)
- II. Plans and specifications for project work. If other work is to be accomplished during the project period, submit plans and specifications for that work also.

I certify that if selected for grant assistance, I intend to carry out the project described above in accordance with all the requirements described in this package and the Secretary of the Interior's Standards for Rehabilitation of Historic Structures.

Name: _____ Title: _____

Signature: _____ Date: _____

CARE AND PRESERVATION OF HISTORIC STRUCTURES GRANT PROGRAM
Private Non-Residential For-Profit Structures

The City of Scranton is particularly fortunate to have a wealth of architecturally and historically important buildings. To help ensure sufficient financial support for preservation efforts, the Office of Economic and Community Development (OECD) has established a fund with Community Development Block Grant monies (CDBG) to assist owners of historically significant properties with stabilization, rehabilitation and restoration of their structures.

The types of projects we are generally seeking will encourage the rehabilitation of historic buildings, either publicly or privately owned structures located in the City's Commercial Districts in accordance with the Secretary of the Interior's Standards for Rehabilitation. Preference will be given to projects involving structures located in the Lackawanna Avenue Commercial Historic District. New ideas and innovative projects are welcomed in the spirit of expanding the range of preservation knowledge and models.

A major consideration for CDBG funding is the historic significance of a project property. All projects must meet at least one of the following criteria:

- listed individually in the National Register of Historic Places or on the Local Landmark Registry for the City of Scranton
- located in and contributing to a historic district listed in the National Register or on the Local Landmark Registry for the City of Scranton
- the property meets National Register eligibility criteria either individually or as a contributing part of a potential historic district or Local Register eligibility criteria.

All proposed projects should reflect the applicant's preservation development strategy and should result in additional preservation activity in the area. Every effort should be made by grant recipients to use techniques to ensure that the historic and architectural value of project properties will be preserved in the future.

Stabilization, rehabilitation and restoration work must be done in accordance with the Secretary of the Interior's Standards for Historic Preservation Projects. In most cases, plans and specifications must be approved by the State Historic Preservation Office.

CDBG Grants can be used to stabilize, rehabilitate or restore a National Register listed or locally listed eligible property for use, lease or resale. Funds may be used for pre-development costs associated with but preceding restoration/rehabilitation construction work such as historic structures reports, feasibility and engineering studies and architectural plans and specifications.

These costs must be incurred on or after the date of the award letter. Grants cannot be used to fund any activity retroactively.

Awards: Minimum grant assistance is \$5,000.00
Maximum grant assistance is \$25,000.00

Match: All grants must be matched on at least a dollar-for-dollar basis, primarily using cash contributions.

Ineligible expenses: Regular staff or faculty salaries,
organizational overhead costs.

Deadlines: Through exhaustion of funds

Grants may be used to pay not more than half the eligible project. The applicant must provide evidence of an ability to match funds on at least a dollar-for-dollar basis. The required matching funds should come primarily from monies allocated specifically for the project.

The proposed rehabilitation/restoration plans are subject to competitive bidding procedures and Davis-Bacon Act wage compliance standards.

CDBG Historic Preservation Grant assistance is designed to leverage local participation in a project. As a result, a minimum dollar-for-dollar match of CDBG funds is required. Matching funds must be available to spend at the time of grant disbursement.

Applicants: Applicants may be any property owner owning a historically significant property located within the City's Central Business Districts.

Grant Selection Process and Award Conditions:

Prospective applicants should submit a brief letter of intent including the following: a concise summary of the proposed project and schedule for completion, amount of CDBG funds requested and intended use of funds, total project cost and other sources of project financing, proposed loan/grant security on the applicant and the property's historical significance.

Grant recipients will be required to execute an agreement with the Office of Economic and Community Development outlining the terms and conditions of CDBG assistance. In addition, grant recipients will be required to execute a Mortgage Indenture as well as a Declaration of Restrictive Covenants, which Restrictive Covenants shall exist as covenants running with the land providing for the maintenance and administration of the property for a demonstrable public benefit for a period of five (5) years. The Mortgage Indenture and Declaration of Restrictive Covenants will be filed of record with the Office of the Recorder of Deeds at the sole expense of the recipients. Recipients will file quarterly reports from the time of the allocation commitment and submit a final project report.

It is hoped that this program will invite owners of significant historic structures to assess their property's needs and assist them in preservation of these significant structures.

GENERAL REQUIREMENTS

Deed Restrictions

Prior to any request for reimbursement, a copy of the executed covenant for preservation, maintenance and public access, where appropriate, showing evidence of recording with appropriate recorder of deeds, must be filed with the OECD.

Notification of Proposed Work

After the completion of this project and while these covenants are in effect, no reconstruction, rehabilitation, repair or alteration affecting the architectural or historic integrity of the property shall be under taken without the OECD review and prior comment upon the plans and specifications for such work. In addition, no work other than that described in the project description (Exhibit II) and in project plans and specifications approved by the OECD will be undertaken during the term of this agreement.

Project Initiation

Project work will begin within 60 days of the date the executed contract is returned to the SUBGRANTEES by OECD.

Progress Reports

Written quarterly reports will be submitted to the OECD indicating regular satisfactory progress. Progress reports are to be in narrative form detailing the work done to date and an accompanying invoice documentation for such work.

Completion Report

A completion report in narrative format will be prepared by the SUBGRANTEES and submitted to OECD with the final payment request no later than 30 days after project completion. Completion reports should provide a detailed cost accounting of all monies utilized throughout the project.

Payment

Requests for payment will be submitted in a timely manner with appropriate back-up including: time sheets, invoices, copies of cancelled checks, and documentation of any and all monies charged to this grant. Final invoice must be submitted to OECD no later than 30 days after completion of the project.

Final payment amounting to 10% of the contract amount will be withheld pending approval of completed work by OECD.

Prevailing Wage

Contractors are required to abide by the Federal Prevailing Wage Rate (Davis-Bacon Act) and will demonstrate compliance with this act by submitted time sheets and payroll data as requested by OECD.

Amendment and Cancellation

All requests for amendment of the terms of this agreement must be made in writing as early as possible but no later than 45 days prior to the project end date. No changes in project work may be made without advance written approval from OECD. OECD reserves the right upon 15 days prior to written notice when practical, to suspend or cancel funding for non-performance or inadequate progress toward the completion of the project goals and objectives. OECD may terminate this contract for convenience if it is determined to be in its best interest. Where the contract is terminated for convenience, the SUBGRANTEES shall be paid for up to 50% of allowable expenses incurred prior to date of cancellation.

Civil Rights and Equal Employment

Grantee agrees to adhere to all State and Federal laws applicable to Civil Rights, Equal Employment and the Americans with Disabilities Act for the duration of the grant cycle.

Subcontracting and Procurement

Competitive bidding will be used to procure contractors. See Exhibit III.

Grant Forgiveness

This grant will be structured in the form of a Deferred Payment plan with a twenty percent (20%) prorated deduction over a period of five years, after which time no repayment will be required. The repayment of the deferred payment plan must be repaid at the time of sale, transfer, default, death of owner(s) or demolition. The repayment scheduled follows:

<u>Equal to/or More Than</u>	<u>But Less Than</u>	<u>Repayment Factor</u>
1 day	1 year	1.000(5/5)
1 year	2 years	.8 (4/5)
2 years	3 years	.6 (3/5)
3 years	4 years	.4 (2/5)
4 years	5 years	.2 (1/5)

General Limitations

No project funds shall be used to pay the salary, travel or other expenses of any SUBGRANTEES, personnel or agent acting for the SUBGRANTEES to engage in any activity designed to influence legislation or appropriations pending before the U.S. Congress.

Performance of this contract is not assignable without prior written consent of OECD.

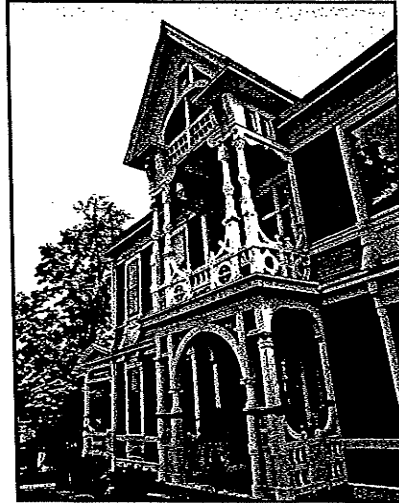
All information submitted to OECD by the SUBGRANTEES under the terms of this agreement will be considered public record and subject of the Freedom of Information Act, SUSC 552, unless determined to be exempt to by the U.S. Department of Housing and Urban Development.

Facade Improvement Loan Program

Now you can improve your business' façade more affordably than ever before!



Left: M.O.S. Design, located at 600 Jefferson Ave, Scranton, before making façade renovations.



Right: M.O.S. Design after façade renovations were completed.

PROGRAM REQUIREMENTS

- Loans will be given to qualified candidates that wish to improve the exterior of their business facility. The façade is defined as the face, or front of the building.
- The building requiring façade improvements must be located in Lackawanna County.
- Façade loans are not to exceed 50% of the total project or \$25,000.
- SIDCo is offering a special "5 for 5" incentive for this program. All Façade Improvement Loans will be eligible for a fixed interest rate of 5.0% for 5 years.
- SIDCo's Façade Loan Program can be used in conjunction with the City of Scranton's Façade Grant Program. For more information on the grant program, please contact the City's Office of Economic and Community Development at (570) 348-4216

The Scranton Industrial Development Company (SIDCo), is a community oriented financial organization administered by the Greater Scranton Chamber of Commerce. SIDCo serves the Lackawanna County region by providing short-term working capital loans to local businesses.

For more information on SIDCo's Façade Improvement Loan Program, contact Jim Coleman at (570) 342-7711 or visit The Greater Scranton Chamber of Commerce's web site at:

